

# Comparisons of Job Characteristics

**Focus Occupation:** [First-Line Supervisors of Office and Administrative Support Workers \(43-1011\)](#)

**Associated Occupation:** [Legal Secretaries \(43-6012\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 68

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Legal Secretaries (43-6012)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	22.3	12.7	<<	Extensive education and/or training may be required
English Language	11.2	16.1	13.0	<	Expanded education and/or training may be required
Law and Government	5.9	13.8	7.0	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	13.5	10.7	<	Expanded education and/or training may be required
Customer and Personal Service	11.3	12.1	16.7	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 79

**Focus Occupation:** First-Line Supervisors of Office and Administrative Support Workers (43-1011)

**Associated Occupation:** Legal Secretaries (43-6012)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	13.0	12.8	0	Current skill level may be sufficient
Writing	9.2	12.9	12.0	0	Current skill level may be sufficient
Active Listening	11.0	11.8	14.6	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 91

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

**Associated Occupation: Legal Secretaries (43-6012)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Near Vision	11.1	14.6	12.2	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.3	12.2	0	Current ability level may be sufficient
Oral Comprehension	12.5	12.9	14.4	>	Current ability level is likely sufficient
Oral Expression	12.4	12.5	15.1	>	Current ability level is likely sufficient
Speech Recognition	9.9	12.2	12.5	0	Current ability level may be sufficient
Written Expression	9.8	12.2	12.3	0	Current ability level may be sufficient
Speech Clarity	10.2	10.4	13.4	>>	Current ability level is likely more than sufficient
Deductive Reasoning	10.6	9.4	11.2	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 81

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**

**Associated Occupation: Legal Secretaries (43-6012)**

Work Activities	Exclusivity of Activity
Compile itinerary of planned meetings or activities	85
Maintain administrative services procedures manual	85
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Maintain travel expense accounts	84
Modify work procedures or processes to meet deadlines	80
Plan meetings or conferences	77
Prepare financial reports	67
Prepare tax reports	80
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 77

**Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)**  
**Associated Occupation: Legal Secretaries (43-6012)**

<b>Tools and Technologies</b>	<b>Exclusivity</b>
Business function specific software	1
Calculating machines and accessories	3
Call management systems or accessories	19
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.